

~~CONFIDENTIAL~~

File:  
VM-6

16 November 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Vital Records Program For the Director's Office

On 13 November 1961, I called on [ ] the Records Officer for the Director's Office to discuss their Vital Materials Schedule.

25X1

At the present we do not have a real schedule, but instead the following statement:

"Following a review of the records series maintained by the Director's Office it has been determined that, with few exceptions, all records with Vital Material value are being deposited by other sources. These exceptions are special reports which will be deposited by this Office as they are completed."

This statement pertains to the records of the following offices and staffs:

Inspector General  
Historical Staff  
Executive Assistant to the Director  
Special Assistant for Planning and Coordination

This was signed by [ ] on 5 January 1956.

25X1

I suggested, that a review be made to determine if this statement is still valid. Both [ ] felt that additional materials of the Director's Office should be included as Vital.

25X1

I asked that we immediately discuss this with [ ] [ ] attempted to arrange a meeting, but [ ] told him that due to the move, etc., she couldn't see us on this matter until next month.

25X1  
25X1  
25X1

I shall make another attempt next month.

21 December 1961

Through follow up on 13 December, by phone call to [ ] I learned that [ ] issued the following statement:

25X1

"Leave schedules as is.....I don't know who has time to review it now."

25X1

[ ]

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